

Job Description

Missouri State Highway Patrol

Class Title: Fiscal & Budgetary Analyst III - MED

Title Code: V00133

Effective Date: 10/01/00

Date Reviewed: 5/23/06 E.R.

Date Revised: 12/27/04

Immediate Supervisor: Director of Motor Equipment Division

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an advanced technical position, which is responsible for performing moderately complex bookkeeping tasks and related clerical work in the maintenance of financial and vehicle maintenance records for the Patrol's fleet and its operation. Work may include the posting of routine entries in computerized ledgers, examining and coding financial documents, receiving funds and verifying amounts. Duties may include training lower level clerical staff and serving as a lead worker. Work is performed under general supervision; however, the employee is expected to exercise judgment and discretion within the limits of established procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes all invoices and purchase orders by examining for completeness and procedural correctness, coding, and entering into the SAM II computer system.

Communicates with personnel in Troops and vendors in order to clarify and correct any discrepancies in the ordering of equipment or payment of invoices.

Collects, proofs, logs, and files reports and records for mileage, gasoline, accidents, repairs, etc., of Patrol vehicles into computer database; distributes monthly and yearly reports related to this data.

Records and deposits funds received from sold Patrol vehicles, miscellaneous equipment, vehicle damage restitution ledgers, etc.; maintains appropriate documentation.

Maintains and processes all applicable records on new or sold Patrol vehicles (e.g., titles, warranties, revenue transmittals, vehicle assignments, etc.).

Processes requests and initiates the payment of automobile-related expense bills from each Troop Headquarters and General Headquarters.

Monitors equipment expenditures and regularly updates the division director on the status of pending purchase orders.

Completes and reviews expense reports for accuracy and completeness; submits for approval.

Maintains, verifies, and updates manual ledgers and records; sorts, transports, files, and purges records and documents.

Resolves division-related questions and concerns by telephone and in person or forwards requests to appropriate staff member.

Tracks all vehicles from notification to completion; assists maintenance personnel with questions regarding the notices.

Types, proofs, and forwards miscellaneous correspondence (e.g., CSR's, IOC's, form letters, etc.); compiles statistical information as required.

Assists in training lower level clerks; serves as a lead worker and provides technical guidance in the supervisor's absence.

Operates office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Maintains a division vendor list.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of bookkeeping principles and practices.

Thorough knowledge of general office procedures.

Thorough knowledge of personal computer operations and a variety of bookkeeping spreadsheets, and word processing programs.

Thorough knowledge of state purchasing regulations with regard to state contracts.

Ability to apply general bookkeeping principles in the recording of appropriations, allotments, encumbrances, and expenditures.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to maintain various computerized and hard copy records and files.

Ability to verify documents produced and received and takes proper steps to reconcile errors.

Ability to expedite a voluminous flow of detailed work.

Ability to work independently with general supervision.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to establish and maintain harmonious working relationships with others both inside and outside the

Fiscal & Budgetary Analyst III - MED

3

Patrol.

Ability to exercise judgment and discretion.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow verbal and written directions.

Ability to organize and prioritize work effectively.

Ability to operate basic office equipment as noted in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work with materials that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

AND

Two years experience as a Fiscal & Budgetary Analyst II or comparable experience.